

## Audio/Visual Recording of Meetings *Guidance for Service Users*

If you want to record a meeting, you must make sure that:

- The recording is kept safely and is only used for your personal record.
- The recording is not shared with anyone else and is not put online or played in any public place.

**You cannot record children or court proceedings unless the court has said you can.**

The Social Worker will not normally accept copies of recordings you might have made.

### » **Contact us**

You can contact the Children's Hub by letter, telephone, text or email. If English is not your first language we can provide a translation service.

### » **Our opening times:**

We open at 8:30am every weekday. We close at 5:00pm Monday to Thursday. On Fridays, we close at 4:30pm.



**Telephone:** 01429 284284



**Textphone:** 60006 (start your text with HBC)



**Email:** [childrenshub@hartlepool.gcsx.gov.uk](mailto:childrenshub@hartlepool.gcsx.gov.uk)



**Post:** Children and Joint Commissioning Services  
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## » About this factsheet

This factsheet provides information about audio and visual recording of meetings. We issued this factsheet in October 2017 and updated it in January 2018. We will check the information is up to date in January 2020.



You can download all of our factsheets and booklets from our website,  
[www.hartlepool.gov.uk/childrensfactsheets](http://www.hartlepool.gov.uk/childrensfactsheets)